TIPS FOR USING ADOBE FILLABLE FORMS

TEMPLATES

Templates may be used to "build" skeleton files for hazardous items that are shipped on a recurring basis. These templates may contain such constant information such as Proper Shipping Name, Hazard Class(s), Packing Group, UN/ID Number, and other additional information such as "Limited Quantity", "Toxic Inhalation Hazard Zone *", etc. By saving the template under the UN number it can be used to complete the shipping document for an individual shipment. To do this open the template / UN Number file and re-save it as a new file with a name that specifies that shipment (i.e. TCN, date, etc.). Then the specific information such as routing data, date, number and type of package, total net quantity, etc. can be added. Print the document and save as a retained record of the shipment.

Template Example:

DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES

1.a. NOMENCLATURE:	d. CONTAINER SEAL NO.:
b. MODEL NO.:	e. SERIAL NO.:
c. BUMPER NO.:	f. TCN NUMBER:

2. SHIPPER NAME/ADDRESS/TELEPHONE NO./DATE OF PREPARATION
43rd ASG
Fort Carson, CO 80913

3. PAGE 1
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4. CARGO *(To be completed by the unit or shipper Transportation Office (TO))*

PROPER SHIPPING NAME (Include RQ, Technical Names, Additional Information per 49 CFR172.203, as required.) a.	HAZARD CLASS/ DIVISION b.	SUBSIDIARY HAZARD c.	UN/ID NUMBER d.	PACKING GROUP (PG) e.	PACKAGES NUMBER f.	KIND g.	TOTAL NET QUANTITY h.	TOTAL AMMO (NEW) i.
Dimethyl Sulfate Toxic Inhalation Hazard Zone B	6.1	8	UN 1595	I				

5. CONSIGNEE NAME

6. REMARKS

7.a. COPY OF EMERGENCY RESPONSE GUIDE NUMBER(S) DOT ERG 156